

POSITION DESCRIPTION (Please Read Instructions on the Back)

1 Agency Position No

R3-38

2 Reason for Submission

☐ Redescription ☒ New
☐ Reestablishment ☐ Other

3 Service

☐ Hdqtrs ☒ Field

4. Employing Office Location

Twin Cities, MN

5. Duty Station

6 OPM Certification No

Explanation (Show any positions replaced)

7 Fair Labor Standards Act

☐ Exempt ☒ Nonexempt

8. Financial Statements Required

☐ Executive Personnel Financial Disclosure ☒ Employment and Financial Interests

9 Subject to IA Action

☒ Yes ☐ No

10 Position Status

☒ Competitive
☐ Excepted (Specify in Remarks)
☐ SES (Gen) ☐ SES (CR)

11. Position is:

☐ Supervisory
☐ Managerial
☒ Neither

12 Sensitivity

☐ 1-Non-Sensitive ☐ 3-Critical Sensitive
☐ 2-Noncritical Sensitive ☐ 4-Special Sensitive

13 Competitive Level Code

14 Agency Use

15 Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Biological Science Aid	GS	404	3	JTW	4/27/92
e. Recommended by Supervisor or Initiating Office	Biological Science Aid	GS	404	3		

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18 Department, Agency, or Establishment

Department of the Interior

c. Third Subdivision

a. First Subdivision

U.S. Fish and Wildlife Service

d. Fourth Subdivision

b. Second Subdivision

Region 3

e. Fifth Subdivision

Employee Review—This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

STANDARD POSITION DESCRIPTION R3-38

Grade Level Guide for Aid & Technician Work, GS-400, TS-111, 12/91

Typed Name and Title of Official Taking Action

J.T. Westberg

Personnel Management Specialist

Signature

Date

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23 Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

Full Performance Level _____

Supervisors Copy _____

Employee Copy _____

OPF Copy _____

Classification Copy _____

25 Description of Major Duties and Responsibilities (See Attached)

Introduction

Incumbent of this position serves as a Biological Aid in support of programs conducted by Region 3, U.S. Fish and Wildlife Service.

Major Duties:

Typical, but not all-inclusive, duties of the position are illustrated by performance of any combination of the following:

Laboratory:

- Follows detailed procedures or instructions in performing such duties as plating inoculum, staining cultures, or making routine plate counts.
- Weighs, grinds or mixes samples.
- Cuts, sections, or embeds tissue samples.
- Operates hydrometer, PH meter, Geiger Counters and other similar equipment when such duties involve the routine analysis for common material.
- Makes inoculations of animals and/or takes tissue or blood samples when such duties should not result in serious injury to the animal.
- Prepares routine reports and records involving simple tabulation or collection of data.
- Prepares laboratory glassware, equipment, and apparatus when it requires special cleaning, sterilization or washing procedures.
- _____
- _____
- _____

Field:

- Collects various fish or wildlife specimens.
- Makes observations and records data with brief comments on surrounding environments or conditions.
- Assists in other closely-related duties.
- _____
- _____

Factors:1. Knowledge Required by the Position:

- Knowledge of simple, basic laboratory equipment and apparatus, and elementary techniques in common use in biological laboratories to perform simple tasks involved in biological research.
- Dexterity and coordination required to handle small objects, laboratory tools and equipment, and live laboratory animals.
- Ability to perform repetitive tasks with accuracy.
- Skill in keeping simple records to record results of experiments and prepare routine reports, charts, and graphs.

2. Supervisory Controls:

Specific instructions are provided on a task-by-task basis. Incumbent performs tasks independently and completed work is reviewed for accuracy, quality, and adherence to instructions. Some tasks are assigned for training purposes and are performed under greater supervision. Incumbent is not responsible for conducting entire experiments or for altering established methods and procedures.

3. Guidelines:

Detailed guidelines are available and directly applicable in the form of administrative manuals, technical guides, and policy memoranda. All unusual situations are referred to supervisor.

4. Complexity:

Incumbent assists others by performing some of the simpler portions of the research, and, working individually, by performing routine, repetitive tasks in experiments and tests. In determining what needs to be done, incumbent follows specific instructions or established procedures, or makes obvious observations. Incumbent keeps records that may be fairly detailed and essential to the success or failure of the experiment. Some tasks require a great amount of dexterity and coordination, such as mounting tissue on slides, or taking blood samples from laboratory animals.

5. Scope and Effect:

The purpose of the work is to assist others by performing some of the simple technical tasks involved in support of laboratory or field projects. Incumbent's work increases the overall efficiency of the unit.

6. Personal Contacts:

Incumbent has contact with the supervisor and co-workers.

7. Purpose of Contacts:

Contacts are for the purpose of receiving work assignments, getting instructions, receiving or giving information, reporting progress or problems, etc.

8. Physical Demands:

The work involves bending, walking, and a moderate amount of physical exertion. Incumbent may be required to lift containers weighing up to 25 pounds.

9. Work Environment:

Incumbent works indoors in an office and laboratory setting, and/or outdoors. The indoor work area has adequate light, heat, and ventilation. When working outdoors, incumbent is subject to variable weather conditions.

A condition of employment is the wearing of the official U.S. Fish and Wildlife Service uniform in a manner prescribed in 3 AM 3 of the Administrative Manual. Incumbent is required to obtain and properly wear uniform components within Class ____ and ____.